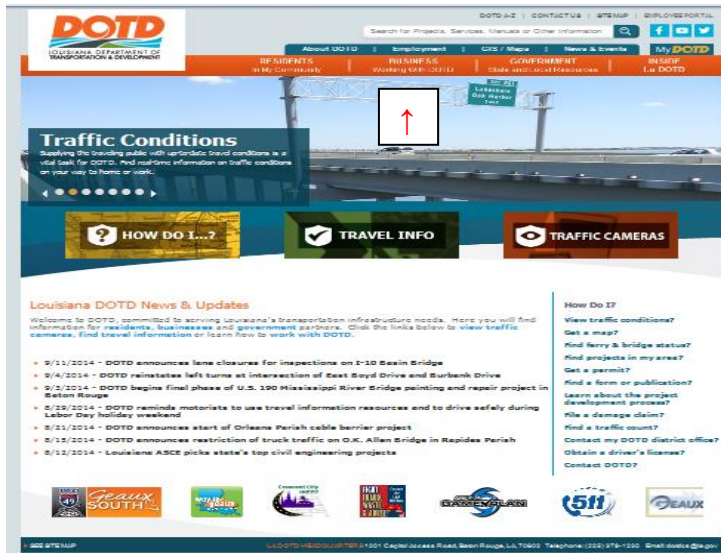
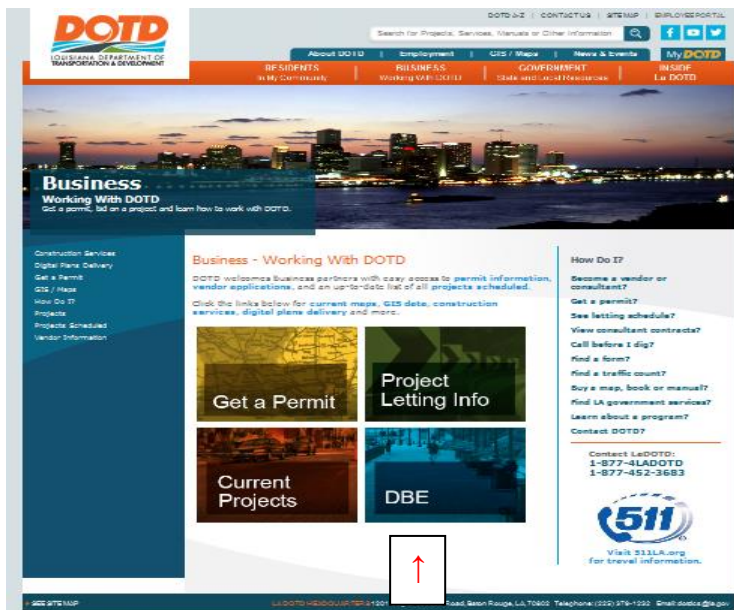


INSTRUCTIONS ON HOW TO DOWNLOAD THE CURRENT 1391-FORM

The Federal Aid Highway Construction Contractors Annual EEO Report, Federal Form PR-1391 (1391-Form), is located on the Department's Website at www.dotd.la.gov. Select – Business Working with DOTD → DBE → Contract Compliance Unit → FHWA 1391 Form:



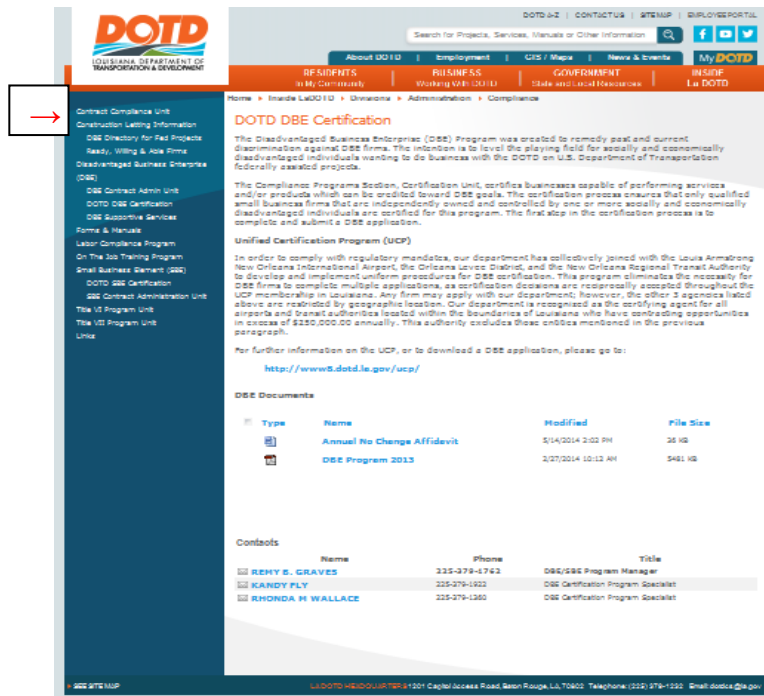
Select: Business
Working with DOTD



Select: DBE

1391-Form Download Instructions, Cont.

Select: Contract Compliance Unit



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DOTD DBE Certification

The Disadvantaged Business Enterprise (DBE) Program was created to remedy past and current discrimination against DBE firms. The intention is to level the playing field for socially and economically disadvantaged individuals wanting to do business with the DOTD on U.S. Department of Transportation federally awarded projects.

The Compliance Programs Section, Certification Unit, certifies businesses capable of performing services and/or products which can be credited toward DBE goals. The certification process ensures that only qualified small business firms that are independently owned and controlled by one or more socially and economically disadvantaged individuals are certified for this program. The first step in the certification process is to complete and submit a DBE application.

Unified Certification Program (UCP)

In order to comply with regulatory mandates, our department has collectively joined with the Louis Armstrong New Orleans International Airport, the Orleans Levee District, and the New Orleans Regional Transit Authority to develop and implement uniform procedures for DBE certification. This program eliminates the necessity for DBE firms to complete multiple applications, as certification decisions are now processed throughout the UCP membership in Louisiana. Any firm may apply with our department; however, the other 3 agencies listed above are restricted by geographic location. Our department is recognized as the certifying agent for all airports and transit authorities located within the boundaries of Louisiana who have contracting opportunities in excess of \$250,000.00 annually. This authority excludes those entities mentioned in the previous paragraph.

For further information on the UCP, or to download a DBE application, please go to:
<http://www.dotd.la.gov/ucp/>

DBE Documents

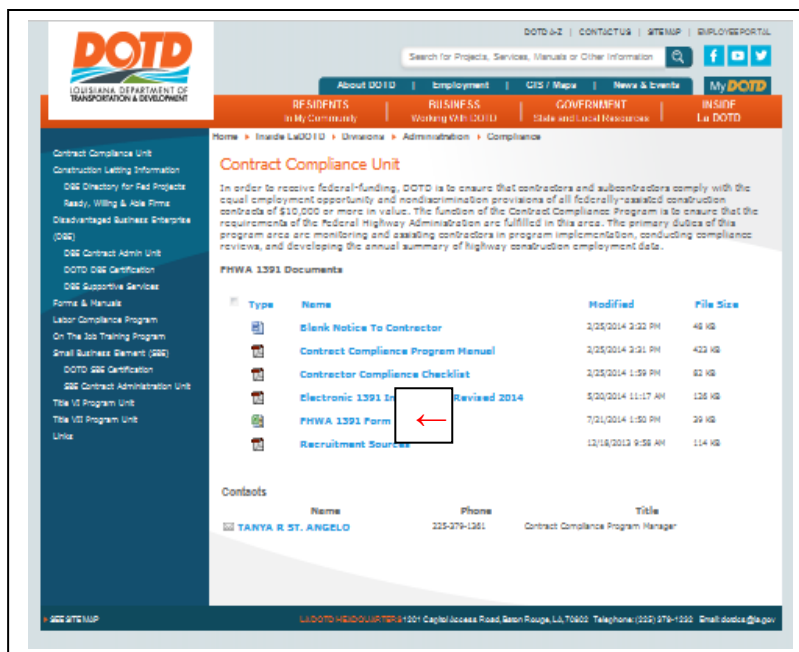
Type	Name	Modified	File Size
PDF	Annual No Change Affidavit	5/14/2014 2:02 PM	35 KB
PDF	DBE Program 2013	2/27/2014 10:12 AM	5481 KB

Contacts

Name	Phone	Title
REMY S. GRAVES	335-379-4763	DBE/DBE Program Manager
KANDY FLY	335-379-1922	DBE Certification Program Specialist
RHONDA H WALLACE	335-379-1360	DBE Certification Program Specialist

1002 SITEMAP

LaDOTD-42000000TP011001 Capital Access Road, Baton Rouge, LA 70802 Telephone: (225) 379-1200 Email: dotd@la.gov



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Contract Compliance Unit

In order to receive federal funding, DOTD is to ensure that contractors and subcontractors comply with the equal employment opportunity and nondiscrimination provisions of all federally-assisted construction contracts of \$10,000 or more in value. The function of the Contract Compliance Program is to ensure that the requirements of the Federal Highway Administration are fulfilled in this area. The primary duties of this program area are monitoring and assisting contractors in program implementation, conducting compliance reviews, and developing the annual summary of highway construction employment data.

FHWA 1391 Documents

Type	Name	Modified	File Size
PDF	Blank Notice To Contractor	2/25/2014 2:32 PM	46 KB
PDF	Contract Compliance Program Manual	2/25/2014 2:31 PM	423 KB
PDF	Contractor Compliance Checklist	2/25/2014 1:59 PM	82 KB
PDF	Electronic 1391 Form Revised 2014	5/20/2014 11:17 AM	128 KB
PDF	FHWA 1391 Form	7/21/2014 1:50 PM	29 KB
PDF	Recruitment Sources	12/18/2013 9:58 AM	114 KB

Contacts

Name	Phone	Title
TANYA R. ST. ANGELO	225-379-1361	Contract Compliance Program Manager

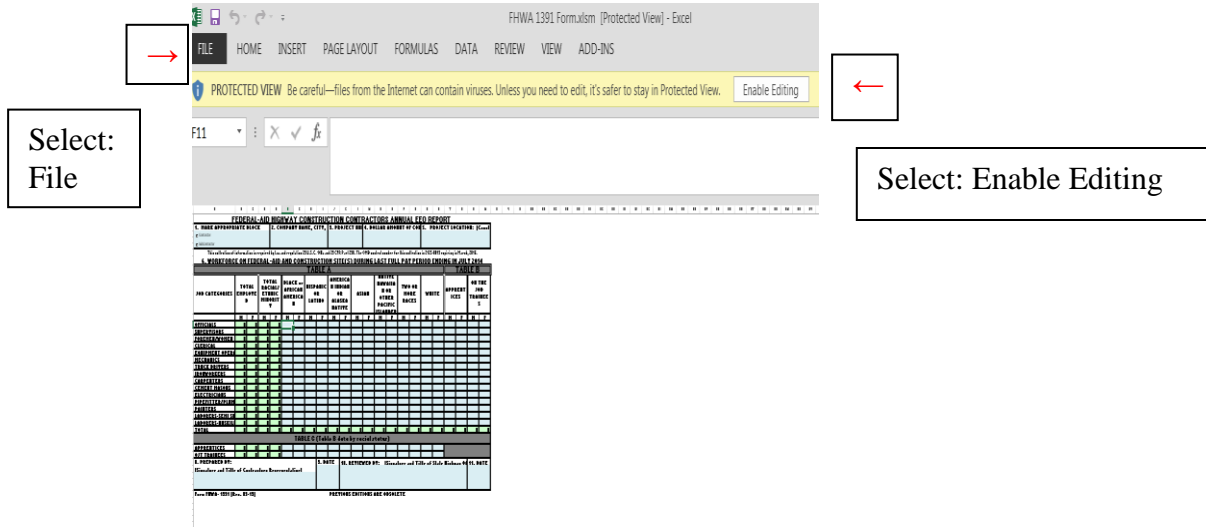
1002 SITEMAP

LaDOTD-42000000TP011001 Capital Access Road, Baton Rouge, LA 70802 Telephone: (225) 379-1200 Email: dotd@la.gov

Select: FHWA 1391-Form

1391-Form Download Instructions, Cont.

Note: The 1391-Form cannot be completed on the website; you must first select the Enable Editing button in the yellow highlighted area → select file in the top left corner → select save as → then save the file to your computer.



Note: Only use the 1391-Form from the Department's Website annually. This version of the 1391-Form is the most current, and has been formatted for the current year.

INSTRUCTIONS ON HOW TO COMPLETE THE 1391-FORM:

Once the 1391-Form has been downloaded and saved to your computer and you are ready to complete, follow the steps below for each numbered box located in the light blue area on the form.

Box 1 – Select Contractor or Subcontractor

Box 2 – Provide the company's name and address.

Box 3 – Enter the **State Project Number** only for the project.

Box 4 – Enter the total dollar value of the federal-aid contract **or** subcontract.

Box 5 – Enter Parish the project is located in. If the project is located in more than one Parish, put the first Parish listed on the contract.

FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT																				
1. MARK APPROPRIATE BLOCK		2. COMPANY NAME, CITY,		3. PROJECT UNIT		4. DOLLAR AMOUNT OF CONTRACT		5. PROJECT LOCATION: (County)												
<input type="checkbox"/> Contractor	1	2		3		4		5												
This collection of information is required by law and regulation 28 U.S.C. 1482 and 28 CFR Part 250. The OMB control number for this collection is 2425-0043 expiring in March, 2016.																				
6. WORKFORCE ON FEDERAL-AID AND CONSTRUCTION SITE(S) DURING LAST FULL PAY PERIOD ENDING IN JULY 2014																				
TABLE A															TABLE B					
JOB CATEGORIES	TOTAL EMPLOYEES		TOTAL RACIAL/ETHNIC MINORITY		BLACK or AFRICAN AMERICAN		HISPANIC or LATINO		AMERICAN INDIAN or ALASKA NATIVE		ASIAN		NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER		TWO OR MORE RACES		WHITE		APPRENTICES	ON THE JOB TRAINEES
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F		
OFFICIALS																				
SUPERVISORS																				
FOREMEN/FOREWOMEN																				
CLERICAL																				
EQUIPMENT OPERATORS																				
MECHANICS																				
TRUCK DRIVERS																				
IRONWORKERS																				
CARPENTERS																				
CEMENT MASONS																				
ELECTRICIANS																				
PIPEFITTER/PLUMBERS																				
PAINTERS																				
LABORERS-SKILLED																				
LABORERS-UNSKILLED																				
TOTAL																				
TABLE C (Table B data by racial status)																				
APPRENTICES																				
ON THE JOB TRAINEES																				
7. PREPARED BY: (Signature and Title of Contractor Representative)										8. DATE		9. REVIEWED BY: (Signature and Title of State Highway Official)					10. DATE			

Form FHWA-1391 (Rev. 03-13) PREVIOUS EDITIONS ARE OBSOLETE

Box 6 – The current reporting year will be provided for you.

Instructions on How to Complete the 1391-Form, Cont.

Box 7 – Employment Workforce:

Table A: Enter employment workforce for each job category, be sure to indicate female and minority employees by racial status. **Note:** data can only be entered in the light blue fields. The data will automatically calculate in the light green areas of the form.

Example: 3 equipment operators and 1 carpenter. 2 equipment operators are male (1 American Indian and 1 Black or African American), 1 is female (Asian). Locate the row for equipment operators in box 7 of the form, in the light blue area enter 1 for male in the column under Black or African American, enter 1 for male in the column under American Indian, and enter 1 for female in the column under Asian. Locate the row for carpenters and in the light blue area enter 1 for male in the white column. Notice in the light green area of the form you will now see 3 for males and 1 for female under the Total Employed column. Under the Total Racial/Ethnic Minority column you will now see 2 for males and 1 for female. The information entered automatically calculates in the light green areas of the form.

Table B: Apprentices and On-the-Job (OJT) Trainees:

If Apprentices and/or OJT Trainees are reported, the only information entered here is the number of males and/or females in the row the training is being performed. Note: The information entered in this area will not be calculated in the light green area for Total Employed.

FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT																							
1. MARK APPROPRIATE BLOCK				2. COMPANY NAME, CITY, STATE				3. PROJECT NAME				4. DOLLAR AMOUNT OF CONTRACT				5. PROJECT LOCATION: (County)							
<input type="checkbox"/> Contractor <input type="checkbox"/> Subcontractor																							
This collection of information is required by law and regulation 29 U.S.C. 1414a and 29 CFR Part 250. The OMB control number for this collection is 2425-0043 expiring in March, 2016.																							
6. WORKFORCE ON FEDERAL-AID AND CONSTRUCTION SITE(S) DURING LAST FULL PAY PERIOD ENDING IN JULY 2014																							
JOB CATEGORIES		TOTAL EMPLOYEES		TOTAL RACIAL/ETHNIC MINORITY		7A BLACK or AFRICAN AMERICAN		HISPANIC or LATINO		AMERICAN INDIAN or ALASKA NATIVE		ASIAN		NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER		TWO OR MORE RACES		WHITE		7B APPRENTICES		ON THE JOB TRAINEES	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
OFFICIALS																							
SUPERVISORS																							
FOREMEN/WOMEN																							
CLERICAL																							
EQUIPMENT OPER.																							
MECHANICS																							
TRUCK DRIVERS																							
IRONWORKERS																							
CARPENTERS																							
CEMENT MASONS																							
ELECTRICIANS																							
PIPEFITTER/PLUM																							
PAINTERS																							
LABORERS-SEMI SK																							
LABORERS-UNSKILL																							
TOTAL																							
TABLE C (Table B data by racial status)																							
APPRENTICES																							
OJT TRAINEES																							
8. PREPARED BY:								9. DATE		10. REVIEWED BY:								11. DATE					
(Signature and Title of Contractor Representative)										(Signature and Title of State Highway Official)													
Form FHWA-1391 (Rev. 03-93) PREVIOUS EDITIONS ARE OBSOLETE																							

Instructions on How to Complete the 1391-Form, Cont.

Box 7 – Employment Workforce:

Table C: Enter the number of Apprentices and/or On the Job Trainees under the corresponding column for racial status for males and females.

Example: Under Table B, two males Latino OJT's were entered in the corresponding row for cement masons, under Table C, you would enter the number two under the corresponding column for their racial status. The information entered will automatically populate in the light green area of the form under Table 7C

FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT																							
1. MARK APPROPRIATE BLOCK				2. COMPANY NAME, CITY,				3. PROJECT NAME				4. DOLLAR AMOUNT OF COMS.				5. PROJECT LOCATION: (County)							
<input type="checkbox"/> Contractor <input type="checkbox"/> Subcontractor																							
This collection of information is required by law and regulation 23 U.S.C. 140a and 23 CFR Part 238. The OMB control number for this collection is 2425-0043 expiring in March, 2016.																							
6. WORKFORCE ON FEDERAL-AID AND CONSTRUCTION SITE(S) DURING LAST FULL PAY PERIOD ENDING IN JULY 2014																							
TABLE A																		TABLE B					
JOB CATEGORIES	TOTAL EMPLOYEES		TOTAL RACIAL/ETHNIC MINORITY		BLACK or AFRICAN AMERICAN		HISPANIC or LATINO		AMERICAN INDIAN or ALASKA NATIVE		ASIAN		NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER		TWO OR MORE RACES		WHITE		APPRENTICES		ON THE JOB TRAINEES		
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
OFFICIALS																							
SUPERVISORS																							
FOREMEN/FOREWOMEN																							
CLERICAL																							
EQUIPMENT OPER.																							
MECHANICS																							
TRUCK DRIVERS																							
IRONWORKERS																							
CARPENTERS																							
CEMENT MASONS																							
ELECTRICIANS																							
PIPEFITTER/PLUMB																							
PAINTERS																							
LABORERS-SEMI SK																							
LABORERS-UNSKIL																							
TOTAL																							
7C																		TABLE C (Table B data by racial status)					
APPRENTICES																							
OJT TRAINEES																							
8. PREPARED BY: (Signature and Title of Contractor Representative)												9. DATE		10. REVIEWED BY: (Signature and Title of State Highway Official)								11. DATE	
8												9		10								11	

Form FHW-1391 (Rev. 03-10) PREVIOUS EDITIONS ARE OBSOLETE

Box 8 – Prepared By:

Type in the name of the person completing the 1391-Form. This is accepted electronically.

Box 9 – Date:

Enter the date the 1391-Form was completed.

Box 10 and Box 11 – Reviewed By and Date:

Leave Blank.

Instructions on How to Complete the 1391-Form, Cont.

Once the 1391-Form is completed, save and name the file.

Example: XYZ Company Inc. H.000139. The completed 1391-Form is now saved in the Excel Format as down loaded from the Department's Website and ready to be submitted.

Submission of the completed electronic form must be completed by **August 14, 2020**, to DOTDForm1391@la.gov **only**. Do not send in the form via regular mail.

Things to remember

Prime contractors **must** submit "no work performed" 1391's if the project has not received the final acceptance. Subcontractors do **NOT** submit "no work performed" 1391's.

Prime contractors, if the subcontractors have completed work on the project, prime contractors must also submit a 1391.

If you had to submit payrolls during the last payroll period in July, you must submit the 1391.